

RESOLUTION NO. 2008-24

A RESOLUTION, establishing policies and procedures for special events occurring in park and other public areas.

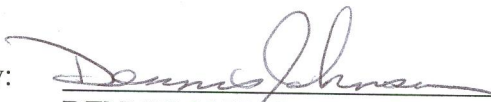
NOW, THEREFORE, be it resolved by the City Council of the City of Wenatchee, as follows:

SECTION I.

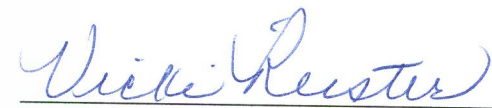
The Special Event Policy as set forth in Exhibit "A" attached hereto shall be, and hereby is, adopted by the City of Wenatchee.

PASSED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE, at a regular hearing thereof, this 8 day of May, 2008.

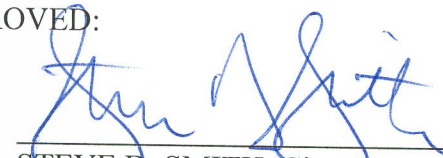
CITY OF WENATCHEE, a Municipal Corporation

By: 
DENNIS JOHNSON, Mayor

ATTEST:

By: 
VICKI REISTER, City Clerk

APPROVED:

By: 
STEVE D. SMITH, City Attorney



Wenatchee Parks and Recreation

Policy & Procedure

1.0 Purpose

- 1.1 The purpose of this is to establish policies and procedures for special events occurring in park and other public areas.

2.0 General Rules

- 2.1 A Special Event Permit is required for campfires, overnight camping, wood cutting, removal of any natural resources on park property, gatherings of 50 or more persons, facility use outside of normal hours, parade, fair, show, festival, carnival, rally, party, filming of a movie, video or television show, motorcade, run, street dance, bike-a-thon, race, walks, athletic event, rocket launch, aircraft activity, fireworks display, firearm display, event with alcohol, or other attended entertainment or celebration that is to be held in whole or in part upon publicly owned property and/or public rights-of-way, or if held wholly upon private property, but will nevertheless affect or impact the ordinary and normal use by the general public of public property or public rights-of-way within the vicinity of the event.
- 2.2 Exempted uses from this permit include: Funerals, events sponsored in whole or in part by the City of Wenatchee, and groups involved in exercising as part of an organized sports turnout.

3.0 Procedures

- 3.1 Any person or organization desiring to conduct or sponsor a special event held in the City of Wenatchee will first obtain a Special Event Permit from the City.
- 3.2 The completed application must be returned to the City of Wenatchee Parks and Recreation Department for review a minimum of thirty (30) days prior to the event.
- 3.3 The Parks and Recreation Department will process the application and provide written notification of approval/denial of the permit within ten (10) business days of submittal.
- 3.4 Approval of the permit may be conditioned upon complying with mitigation measures including, but not limited to:

- A. Alteration of the date, time, route or location of the event proposed on the application;
- B. Elimination of an activity which cannot be mitigated to a point as to ensure public safety and welfare, or which causes undue liability to the city;
- C. Conditions concerning the area of assembly or disbanding of a parade or other events occurring along a route;
- D. Conditions concerning the accommodation of pedestrian or vehicular traffic, including restricting the event to only a portion of a street or right-of-way transversed;
- E. Requirements for the use of traffic cones or barricades;
- F. Requirements for the use of city personnel or equipment;
- G. Requirements for the provision of first aid or sanitary facilities;
- H. Requirements for the use of event security and providing notice of permit conditions to event participants;
- I. Requirements to provide notice to surrounding property owners;
- J. Restrictions on the number and type of vehicles, animals or structures at the event and inspection and approval for fire safety;
- K. Compliance with animal protection laws;
- L. Requirements for the use of trash receptacles, cleanup and restoration of property;
- M. Restrictions on amplified sound;
- N. Compliance with any relevant ordinance or law and obtaining any legally required permit or license;
- O. Requirements to provide proof of additional insurance naming the City of Wenatchee, its officials, employees and agents as additional insured.

Insurance will be a comprehensive general liability insurance policy. Minimum limits are: \$1,000,000 each occurrence combined single limit bodily Injury and Property Damage. Insurance shall not be cancelled or reduced without prior written notice to the city at least thirty (30) days in advance of cancellation;

- P. Any other restriction or requirement deemed necessary to ensure public safety and well being;
- 3.5 The permittee shall conduct the event and comply with all the terms and conditions of the special use permit.
- 3.6 The Parks and Recreation Department reserves the right to deny approval or cancel the permit for cause at any time.
- 3.7 Applicants wishing to cancel a Special Event Permit must do so in writing a minimum of five (5) business days prior to the event. Failure to do so will result in a denial of future applications.
- 3.8 The Parks and Recreation Advisory Board shall review the above listed rules as needed and recommend changes.
- 3.9 The Parks and Recreation Department will promote the policies and procedures through, press releases and other means.